

حمل الآن

مجانا وحصريا

امتحانات رقم (1)

الترم الثاني



Sample Test 1

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. You cannot change the colors of SmartArt graphics in PowerPoint. ()
2. Without an operating system, the computer can still perform basic tasks. ()
3. Java is a program for creating presentations. ()
4. Review mode in PowerPoint is specifically designed for editing and correcting any text errors or layout issues. ()
5. Microsoft Excel is a tool that can be used to create and manage databases. ()
6. Most new computers come without an operating system, requiring the user to install one separately. ()
7. Android and iOS are examples of operating systems used on desktop computers. ()
8. You can only send text messages through WhatsApp and not images or videos. ()

2 Choose the correct answer from a, b, c or d.

1. When you buy a computer, it usually has a pre-loaded
a. OS b. GIMP c. Excel d. Word
2. To remove an app in an android device, open..... app, then tap on the Profile icon then tap uninstall.
a. IOS b. Google Play Store c. Windows d. Facebook
3. One way to divide a company's ownership into equal sections is called
a. apps b. shares c. tools d. items
4. It's important to be when writing to an ESP.
a. informal b. funny c. bad d. formal
5. You need to join video conference.
a. camera b. microphone c. both (a) and (b) d. scanner
6. JavaScript allows the creation of web content.
a. static b. chat rooms c. dynamic d. all of them
7. is one of the main uses of the GIMP program.
a. Compressing audio files b. Retouching photos
c. Coding websites d. Writing documents

Sample Test 2

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Microsoft word is used for writing reports. ()
2. When you buy a computer or device, it usually has a pre-loaded OS. ()
3. One way that people might choose to support a company they believe in is by purchasing stocks. ()
4. You can contact ESPs to help you with research, as needed. ()
5. HTML can be used to create static web content. ()
6. Microsoft Word provides tools for formatting text such as bold and italics. ()
7. PowerPoint does not provide an option to save presentations as a PDF file. ()

2 Choose the correct answer from a, b, c or d.

- primarily drive the minibuses in the capital, Kathmandu.
a. Men b. Tourists
c. Government officials d. Women
- is the Control Panel equivalent in iOS.
a. Settings b. Dashboard c. Control Center d. System Preferences
- is not a feature available in Microsoft PowerPoint.
a. Slide Size options b. Themes and Variants
c. Create a website d. Built-in online picture bank
- is an Excel feature allowing you to arrange your data in ascending or descending order.
a. Filtering b. Formatting c. PivotTables d. Sorting
- You can start entering a formula in an Excel cell,
a. by typing "\$" b. by typing "+" c. by typing "=" d. by typing "-"
- program is a tool for creating images.
a. Excel b. Word c. GIMP d. none of them
- A is a market where shares, or stocks, can be purchased and sold.
a. e-commerce b. stock exchange c. e-learning d. searching tools
- Both profit and non-profit organizations are considered
a. EKB b. ESP c. ADL d. WWW

Sample Test 3

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. HTML is used to create static web content. ()
2. Your operating system manages how your hardware and software communicate. ()
3. A search engine will give the user speedy results without a brief description. ()
4. GIMP is an open-source software that can be used on different operating systems. ()
5. To insert a picture in a Microsoft Word document, you should access the 'Review' tab. ()
6. Ms. Sonika Manandhar is a financial technology entrepreneur. ()
7. To add a new wireless printer, select Hardware and Sound, then click on my computer icon. ()
8. A stock exchange is a market where shares, or stocks, are traded. ()

2 Choose the correct answer from a, b, c or d.

1. Modifications you make to the automatically affect other computer programs.
a. Control Panel
b. recycle bin
c. Excel program
d. internet explorer settings
2. by the consumers or family members can be valuable.
a. Stocks
b. Bonds
c. Online reviews
d. E-commerce
3. tab is what you should use to add pictures to your PowerPoint presentation.
a. Design
b. Insert
c. File
d. Review
4. used to perform a simple arithmetic operation like addition in Excel.
a. = 4AA5
b. = A4 + A5
c. 7A + A5
d. = A4 ++ A5
5. is used to change the color of a flowchart in PowerPoint.
a. Format Background
b. Slide Master
c. Review section
d. SmartArt Design
6. are kinds of data you can include in Excel.
a. Only text
b. Numbers and text
c. Only dates
d. Only numbers
7. You can prevent accidental file deletion through
a. remove files
b. change the file names
c. files backup
d. print files

Sample Test 4

1 Choose the correct answer from a, b, c or d.

1. Be willing to explain how the AI tools work, means be
a. transparent b. inclusive c. unbiased d. protective
2. computers use macOS®.
a. Windows b. Android Store c. Macintosh d. Both (a) and (c)
3. A company's revenue is affected by and the opinions of its competitors.
a. negative reviews b. positive reviews c. positive comments d. none of them
4. When using chat windows, it's important to be as clear and focused on your request as possible.
a. talking b. communicating c. playing d. none of them
5. are tools in Microsoft Word used to check for spelling.
a. Track changes b. Editing tools c. Formatting tools d. Preview tools
6. is an option in PowerPoint that preserves the formatting of a presentation before printing.
a. Use of SmartArt b. 10-20-30 Rule implementation
c. Review mode setting d. Save as a PDF file
7. The uses of AI are
a. chat windows b. interactive learning programs
c. smart thermostats d. all of them
8. After inserting a flowchart, you should click to add information.
a. on [Text] b. in title bar c. on SmartArt d. in the notes section

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Artificial intelligence (AI), depends on algorithms. ()
2. Profit and non-profit organizations are included in the category of educational service providers (ESPs). ()
3. There are two widely used video conferencing platforms: Google Meet™ and Microsoft Teams. ()
4. Tablets and smartphones typically run the MacOS operating system. ()
5. Programming languages are instructions that are provided in code for writing computer programs. ()
6. You can customize your own slide size in PowerPoint. ()
7. Teams app is a popular video conferencing platform from Microsoft. ()

Sample Test 5

1 Choose the correct answer from a, b, c or d.

1. keeps your computer running smoothly and the software wouldn't work without it .
a. GIMP b. OS c. Algorithm d. Video
2. is not a formatting tool in Microsoft Word.
a. Setting up headings b. Creating tables
c. Adding hyperlinks d. Inserting images
3. are ESPs.
a. Alexandria Library b. Egyptian Knowledge Bank
c. Both a & b d. None of them
4. There are ways you can join a meeting.
a. four b. three c. two d. five
5. Computer programs with artificial intelligence (AI) called are made to reply to inquiries made online.
a. Chatbots b. Instagram c. WhatsApp d. none of them
6. are two well-known platforms for video conferences.
a. Microsoft Teams b. Google Meet™
c. Both a & b d. None of them
7. HTML is a programming language – that is used to create
a. Emails b. virtual meeting c. web pages d. mobile games
8. To deal with images and make the needed modifications, use program.
a. Word b. Google Meet™ c. GIMP d. Excel

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Most minibus drivers in Kathmandu, Nepal, are men. ()
2. You can't remove computer programs from your computer. ()
3. WhatsApp messages cannot be encrypted, making them less secure than regular text messages. ()
4. ESPs must be contacted by email, using inappropriate etiquette. ()
5. PowerPoint does not provide an option to save presentations as a PDF file. ()
6. To insert a flowchart in PowerPoint, start by accessing the Review tab. ()
7. You can change a flowchart color, under the SmartArt Design tab. ()

EL-Moasser Sample Tests

خمسة نماذج اختبارات من كتاب المعاصر



Sample Test 1

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Microsoft word is used for writing reports. ()
2. When you buy a computer or device, it usually has a pre-loaded OS. ()
3. One way that people might choose to support a company they believe in is by purchasing stocks. ()
4. Google Meet enables writing documents and printing it. ()
5. Static web content is information that is fixed and shows up on a website for each visitor. ()
6. Blending means combines two images to make them look like one. ()
7. You can use Microsoft PowerPoint to create presentations to express ideas and opinions. ()
8. A formula in Excel can only cover data from a single column or a single row, not a combination of both. ()

2 Choose the correct answer from a, b, c or d.

1. Modifications you make to the automatically affect other computer programs.
a. Control Panel b. recycle bin
c. Excel program d. internet explorer settings
2. by the consumers or family members can be valuable.
a. Stocks b. Bonds c. Online reviews d. E-commerce
3. The operating system (OS) is the software that controls
a. how a computer operates
b. launches applications and hardware
c. facilitates simple user-to-computer communication
d. all of them
4. One way to divide a company's ownership into equal sections is called
a. apps b. shares c. tools d. items
5. It's important to be when writing to an ESP.
a. informal b. funny c. bad d. formal
6. The uses of AI are
a. chat windows b. interactive learning programs
c. smart thermostats d. all of them
7. After inserting a flowchart, you should click to add information.
a. on [Text] b. in title bar c. on SmartArt d. in the notes section



Sample Test 2

1 Choose the correct answer from a, b, c or d.

1. program is a tool for creating images.
a. Excel b. Word c. GIMP d. none of them
2. A is a market where shares, or stocks, can be purchased and sold.
a. e-commerce b. stock exchange c. e-learning d. searching tools
3. Both profit and non-profit organizations are considered
a. EKB b. ESPs c. ADL d. WWW
4. macOS is for additional software compared to other operating systems.
a. more expensive b. free c. less expensive d. the same cost
5. You can insert a picture into a Microsoft Word document from
a. Insert tab > Picture b. Review tab > Picture
c. Layout tab > Picture d. Mailing tab > Picture
6. are kinds of data you can include in Excel.
a. Only text b. Numbers and text c. Only dates d. Only numbers
7. You can prevent accidental file deletion through
a. remove files b. change the file names
c. files backup d. print files

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Make sure your software and connection are working properly after starting a video call. ()
2. The operating system (OS) is the software that controls how a computer operates. ()
3. There are two widely used video conferencing platforms: Google Meet™ and Microsoft Teams. ()
4. Tablets and smartphones typically run the macOS operating system. ()
5. Programming languages are instructions that are provided in code for writing computer programs. ()
6. Messaging services like WhatsApp can only be used on smartphones and not on any other devices. ()
7. The 10-20-30 rule suggests that PowerPoint presentations should have a minimum text size of 30 points. ()
8. To sort data in Excel, you should go to the toolbar and select sort under the File tab. ()

Sample Test 3

1 Choose the correct answer from a, b, c or d.

- You can find design options to include in a Microsoft Word document in
 - References tab
 - Layout and Insert tabs
 - Home tab
 - Review tab
- is a tab you should select in PowerPoint if you want to add a flowchart.
 - Design
 - Home
 - Insert
 - Slideshow
- One of the environmental benefits of using small electric buses as recognized by Ms. Manandhar,
 - reduce the carbon emissions rate
 - increase the rate of urbanization
 - require less maintenance
 - faster than traditional buses
- A/An will give users rapid results with brief descriptions.
 - comparison websites
 - online reviews
 - both (a) and (b)
 - search engine
- tab is what you should use to add pictures to your PowerPoint presentation.
 - Design
 - Insert
 - File
 - Review
- used to perform a simple arithmetic operation like addition in Excel.
 - = 4AA5
 - = A4 + A5
 - 7A + A5
 - = A4 ++ A5
- is used to change the color of a flowchart in PowerPoint.
 - Format Background
 - Slide Master
 - Review section
 - SmartArt Design

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. HTML is used to create static web content. ()
2. Your operating system manages how your hardware and software communicate. ()
3. Dynamic web content is content that can be changed based on the individual user's interactions with the app or website. ()
4. Changing the SmartArt Styles affects the appearance of the flowchart in the presentation. ()
5. GIMP is an open-source software that can be used on different operating systems. ()
6. PowerPoint does not provide an option to save presentations as a PDF file. ()
7. To insert a flowchart in PowerPoint, start by accessing the Review tab. ()
8. You can change a flowchart color, under the SmartArt Design tab. ()



Sample Test 4

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. In Aloï's system, when a business owner receives a loan, it is in the form of a digital token. ()
2. The cost of software is generally the same across different operating systems. ()
3. In Windows, the Control Panel does not allow modifications to hardware settings. ()
4. Review mode in PowerPoint is specifically designed for editing and correcting any text errors or layout issues. ()
5. Microsoft Excel is a tool that can be used to create and manage databases. ()
6. Most new computers come without an operating system, requiring the user to install one separately. ()
7. The electric car designed for Egypt's market is powered by a lithium-ion battery. ()
8. Ms. Sonike Manadhar is from the Republic of Nepal. ()

2 Choose the correct answer from a, b, c or d.

1. Be willing to explain how the AI tools work, means be
 a. transparent b. inclusive c. unbiased d. protective
2. computers use macOS®.
 a. Windows b. Android Store c. Macintosh d. Both (a) and (c)
3. A company's revenue is affected by and the opinions of its competitors.
 a. negative reviews b. positive reviews
 c. both a & b d. none of them
4. Different operating systems, such as Android and iOS, are used by
 a. smartphones b. Google Play Store c. tablets d. both (a) and (c)
5. is the primary function of Microsoft Word.
 a. Writing and formatting text b. Presentation design
 c. Email communication d. Spreadsheet calculations
6. You can locate the Control Panel in a Windows PC by
 a. going to the Microsoft Store
 b. pressing the Windows key on the keyboard
 c. right-clicking on the desktop
 d. typing Control Panel into the search box in the taskbar
7. You should use the 'Preview' tools in Microsoft Word
 a. before applying changes to a document b. before printing or saving a document
 c. when starting a new document d. after saving a document

Governorates Examinations

عشرون اختبار على المنهج بالكامل [تم تعديل الاختبارات طبقاً لأحدث مواصفات
الورقة الامتحانية ٢٠٢٤ - ٢٠٢٥]



1

Cairo Governorate

Maddi Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. Chatbots are examples of artificial intelligence. ()
2. There are many online stores on the internet. ()
3. Chatbots are real people responding to questions online. ()
4. You can join a meeting by entering the invite link. ()
5. HTML is used for creating static web pages. ()
6. Photoshop is closed-source software. ()
7. Ms. Manandhar used technology in her work. ()

2 Choose the correct answer from a, b, c or d :

1. The picture can be inserted into document by clicking on tab.
a. Draw b. Insert c. Design d. Editing
2. The font size in a PowerPoint shouldn't be less than point size.
a. 10 b. 20 c. 30 d. 40
3. You can use to create database.
a. MS. Word b. MS. PowerPoint c. MS. Excel d. GIMP
4. are not considered visuals in a PowerPoint presentation.
a. Images b. Music c. Videos d. Graphic
5. is the process of buying and selling products online.
a. Commerce b. E-commerce c. Comparison d. editing
6. Artificial intelligence depends on to learn problem-solving.
a. Algorithms b. Printers c. Virtual reality d. Draw
7. Data used in AI should be based on
a. opinions b. facts c. personal views d. Text
8. are considered technological research tools.
a. Search Engines b. Stocks c. Stock Exchange d. exaggerated

2

Giza Governorate

Agouza Educational Administration

1 Choose the correct answer from a, b, c or d :

1. can be bought, managed, and sold through trusted and official websites.
a. Stocks b. Bonds c. Both a and b d. None of them
2. use different operating systems like Android and iOS.
a. Smartphones b. Google Play Store
c. Tablets d. Both (a) and (c)

EXAMINATIONS

3. symbol is used for dividing numbers in Excel formulas.
a. + b. - c. / d. *
4. To create a meeting in Google Meet, click on the "....." option.
a. New Meeting b. New File c. New settings d. None of them
5. PowerPoint presentation can include
a. images and videos b. animations and text
c. videos and graphics d. All of them
6. is a mode in which you can review your presentation and make changes.
a. Slide Show mode b. Design mode
c. Review mode d. Editing mode
7. is from the uses of artificial intelligence.
a. Facial recognition b. Navigation apps
c. Smart home devices d. All of them

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. Artificial intelligence (AI) depends on algorithms to teach it. ()
2. Chatbots are real people. ()
3. Ms. Sonika Manandhar is a doctor. ()
4. WhatsApp is used for sending and receiving messages. ()
5. HTML is used to create static web content. ()
6. Databases cannot be used to collect information about people. ()
7. GIMP is an open source image editing program. ()
8. Search engines can be used to print information. ()

3

Alexandria Governorate

Middle Alex. Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. Using electric cars is a part of Egypt's strategy to adopt green economy. ()
2. Gimp is an open source software. ()
3. PowerPoint doesn't provide an option to save presentation as a PDF file. ()
4. ESPs stand for Educational Service Providers. ()
5. In Microsoft Excel, the symbol "/" can be used to multiply data. ()
6. Smart phones and tablets use macOS operating system. ()
7. HTML can be used to create static web content. ()

2 Choose the correct answer from a, b, c or d :

1. To add a new wireless printer, select Hardware and Sound, then
a. document b. software c. remove d. add a device
2. store a large amount of information in a computer system.
a. spreadsheet b. Database c. Windows d. Presentation
3. To create a meeting in Google Meet™, click on
a. close meeting b. End meeting c. New Meeting d. Record meeting



4. refers to online purchasing and selling goods and services.
a. E-commerce b. E-learning c. Email d. Goods
5. Some of the common AI tools are
a. facial recognition b. chat windows
c. navigation apps d. All of them
6. is used to display a series of steps in PowerPoint presentation.
a. Colors b. A flowchart c. Text d. Notes
7. is the most reliable creation tool to use for writing reports to share information.
a. Application b. Microsoft word c. WhatsApp d. Access
8. To prevent the problem of forgetting passwords use a application.
a. css b. trash c. password manager d. recycle bin

4**Qalyoubia Governorate**

The Educational computer supervision

1 Choose the correct answer from a, b, c or d :

1. prevent dangerous email from reaching your inbox.
a. Navigation apps b. Chat windows
c. Email spam Filter's d. Real apps
2. are equal parts into which the ownership of a company is divided.
a. Reviews b. Bonds c. Shares d. Posts
3. Educational service providers (ESPs) may include
a. online libraries b. educational publishing sites
c. both a&b d. none of them
4. Once you are in the Meet, you should to use the microphone and camera.
a. turn off b. approve c. ignore d. delete
5. The "Recycle Bin" in your computer the deleted files.
a. Temporarily stores b. permanently removes
c. all of them d. none of them
6. is an example of a paid photo editing software.
a. Gimp b. Adobe photoshop
c. Spotify d. Word
7. Aloj is a company that helps people use financial services.
a. financial b. transportation c. education d. none of them
8. Most Laptops and Computers are pre-loaded with the operating system.
a. macOS b. Linux c. Windows d. Google

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. Always be formal when contacting Educational service Providers. ()
2. Cloud Computing Tools can be used for real-time communication. ()
3. In Windows, the system setting control is called control center. ()
4. PowerPoint includes drawing and writing tools to create text. ()

5. You cannot include a flowchart in PowerPoint presentation. ()
6. The editing tools in Microsoft Word allow you to insert images, hyperlinks, and footnotes. ()
7. To add additional information columns to a database double click the top of the column. ()

5 Sharkia Governorate

West Zagazig Educational Administration

1 Choose the correct answer from a, b, c or d :

1. You can use to unlock your devices.
a. Paint app b. Word app c. facial recognition d. WhatsApp
2. is the buying and selling of goods and services on the internet.
a. E-commerce b. Word c. Stock d. Excel
3. It's important to be when writing to an ESPs.
a. funny b. formal c. aggressive d. unformal
4. is a popular video conferencing platform.
a. Word b. Google meet c. Excel d. PowerPoint
5. is used to create dynamic web content.
a. JavaScript b. HTML c. Excel d. word
6. Combining two images to make them look like one is called
a. cropping b. retouching c. blending d. shading
7. Microsoft is still the most reliable creation tool to use for writing reports.
a. Excel b. Word c. PowerPoint d. Paint
8. store a large amount of information in a computer system.
a. Databases b. Formulas c. Blending d. Cropping

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. AI tools should be available to all users, not just a selected group. ()
2. Stocks give the individuals a percentage of ownership in a company. ()
3. Use a password manager application if your device doesn't charge. ()
4. Most laptops and computers have Microsoft Windows pre-loaded. ()
5. Ms. Manandhar wanted to use her knowledge to improve education all over the world. ()
6. Microsoft Excel is a popular tool for creating presentations. ()
7. Via the insert tab, click on SmartArt to create a flowchart in PowerPoint. ()

6 Menofia Governorate

Sadet Educational Administration

1 Choose the correct answer from a, b, c or d :

1. it is an app for storing money.
a. Facebook b. Instagram c. Mobile wallet d. Messenger
2. uses human traits of problem-solving, reasoning, and decision-making to perform tasks.
a. AR b. AI c. VR d. None of them



3. The system settings control called in windows.
 - a. Control center
 - b. Control Panel
 - c. System Preferences
 - d. System manager
4. Google Meet™ and Microsoft Teams are a
 - a. Search engine
 - b. email service
 - c. video conference apps
 - d. Web browser
5. Chat windows on websites provide responses from
 - a. programing
 - b. chatbots
 - c. word
 - d. Humans
6. The web content that changes based on user interactions is called
 - a. Dynamic content
 - b. Static content
 - c. None of them
 - d. both A and B
7. store(s) a large amount of information in a computer system.
 - a. Search engines
 - b. Social media
 - c. Stock exchange
 - d. Databases
8. tool can be used to add movement to sentences and words in PowerPoint.
 - a. Writing
 - b. Design
 - c. Drawing
 - d. Animation

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. A flowchart in PowerPoint presentation illustrates a series of steps. ()
2. Microsoft Word is the most reliable creation tool to use for writing report. ()
3. All smartphones and tablets use the Android operating system. ()
4. Using the name of another file when trying to save a file can cause an error. ()
5. Students can learn online from ESPs. ()
6. Online reviews are always accurate and trustworthy. ()
7. Adobe Photoshop and GIMP are free photo editing software. ()

7
Dakahlia Governorate

Mit Ghamr Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. You can create a flowchart in PowerPoint via view tab, click on SmartArt. ()
2. To arrange data in a database in Excel go to the toolbar then choose formula and click on sort. ()
3. Comparison websites help consumers compare products based on price or quality. ()
4. Be protective one of the ethics of AI designer that meaning explain how AI tools work ()
5. Animations tab in PowerPoint provides creation tools to add style and themes to presentation ()
6. Static web content is a kind of web content that can't be changed based on user interaction with the website. ()
7. Try opening the file using another program is a possible solution to corrupted file. ()
8. Sending an email to follow is an appropriate action to take after your video conference by Google Meet. ()

2 Choose the correct answer from a, b, c or d :

- To choose between different designs in Word just click on the layout and then choose elements.
a. Draw tabs b. Developer tabs c. Insert tabs d. Review tabs
- are AI computer programs designed to respond to questions online.
a. Chat windows b. Chatbots c. Chatrooms d. WhatsApp chat
- provides educational support, including online libraries and museums.
a. ISPs b. Edus c. SPEs d. ESPs
- You can change the system setting of Macintosh OS using
a. system preferences b. control mac
c. control panel d. control center
- Ms Manandhar co-founded the fintech company ALOI a company helps the business owner get a loan then get a used passengers it to pay rides.
a. financial technology b. digital number
c. digital token d. digital lithium
- it is an app for storing money.
a. Mobile Wallet b. Mobile Money
c. Sending money d. none of the above
- one of the advantages of using GIMP program by combines two images to make them one
a. Blending b. Retouching c. following d. all of them

8**El-Behera Governorate**

Bander Damanhur Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

- Email spam filters prevent dangerous email from reaching your inbox. ()
- Interactive learning programs are personalized for each user's unique abilities. ()
- Experienced consumers use technological research tools to help them make the best purchasing decisions. ()
- A stock exchange is a market where people can buy and sell shares, called stocks. ()
- Bonds give the individual a percentage of ownership in a company. ()
- Individuals may choose to sell stocks to support a company they trust. ()
- Educational service providers (ESPs) often include non-profit organizations only. ()

2 Choose the correct answer from a, b, c or d :

- Two popular video conferencing platforms are Microsoft Teams and
a. Google Meet b. Google chrome c. Google d. All of them
- content is content that can be changed based on the individual user's interactions
a. Dynamic web b. Static web c. Web page d. WhatsApp



3. Graphic designers, photographers and other creative professionals use expensive software such as
 - a. GIMP
 - b. Adobe Photoshop
 - c. MS Paint
 - d. Google
4. In Windows OS you can add a new wireless printer by using
 - a. Control Center
 - b. Control Panel
 - c. System Preferences
 - d. none of them
5. Messages sent are, so only the intended recipient will be able to see the message (in WhatsApp).
 - a. Protected
 - b. Hidden
 - c. Encrypted
 - d. delete
6. store a large amount of information in a computer system.
 - a. Blogs
 - b. Web sites
 - c. Databases
 - d. Posts
7. illustrates a series of steps which you can use it in many different scenarios.
 - a. A flowchart
 - b. Hypothesis
 - c. A & b
 - d. none of them
8. You can use to create databases.
 - a. Microsoft Excel
 - b. Microsoft Word
 - c. WordPress
 - d. Paint

9**Ismailia Governorate**

Fayed Educational Administration

1 Choose the correct answer from a, b, c or d :

1. is a tab you should select in PowerPoint if you want to add a flowchart.
 - a. Design
 - b. Home
 - c. Insert
 - d. Slideshow
2. OS manages different units of a computer, such as
 - a. CPU
 - b. Memory
 - c. Storage
 - d. All of them
3. refers to the online purchasing and selling of goods and services.
 - a. E-commerce
 - b. E-mail
 - c. E-learning
 - d. E-trading
4. To create a meeting in Google Meet, click on
 - a. Stop meeting
 - b. End meeting
 - c. Close meeting
 - d. New meeting
5. To deal with images and make the needed modifications, use program.
 - a. Word
 - b. Google Meet
 - c. GIMP
 - d. Excel
6. A is a market where shares, or stocks, can be purchased and sold.
 - a. E-commerce
 - b. Stock exchange
 - c. E-learning
 - d. Searching tools
7. operating systems is commonly pre-loaded on most laptops and PC.
 - a. Mac OS
 - b. Microsoft Windows
 - c. Linux
 - d. Android
8. is the primary function of an operating system (OS).
 - a. Word processing
 - b. Prevent viruses
 - c. Provide internet device
 - d. Manage the computer's functions

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. Make sure your software and communication are working properly after starting a video call. ()
2. Consumers can benefit from websites that compare products. ()
3. Blending means combining two images to make them look like one. ()
4. HTML is used to create static web content. ()
5. To insert a picture in a Microsoft Word document, you should access the Review tab. ()
6. Artificial intelligence (AI) depends on algorithms. ()
7. Tablets and smartphones typically run the Mac OS operating system. ()

10 Bani-suef Governorate Ehnasia Educational Administration
1 Choose the correct answer from a, b, c or d :

1. Flowcharts often represent in a PowerPoint presentation.
 a. statistical analysis b. a series of steps
 c. a text summary d. a financial data
2. Once your meeting has been created, that Google has given you.
 a. copy the link b. delete the link c. cut the link d. remove the link
3. When you buy a computer, it usually has a pre-loaded
 a. GIMP b. Excel c. Word d. OS
4. It's important to be when writing to an ESPs.
 a. funny b. informal c. formal d. bad
5. To remove an app in an android device, open then tap profile icon.
 a. Facebook b. IOS c. Google Play Store d. Windows
6. One way to divide a company's ownership into equal sections is called
 a. shares b. tools c. apps d. items
7. Artificial Intelligence (AI) depends on algorithms to teach it how to
 a. editing tools b. navigation apps
 c. learn to problem-solve d. none of them
8. When your device won't charge, is a recommended solution.
 a. cleaning the charging port b. changing password
 c. updating the OS d. delete the corrupted file

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. Mobile wallet can't be used to pay bills. ()
2. A stock exchange is a market where shares, or stocks, are traded. ()
3. GIMP is a close-source software that can be used on different operating systems. ()
4. Databases may be used by a business to track employee's information. ()
5. Changing the SmartArt Styles affects the appearance of the flowchart in the presentation. ()



6. JavaScript can be used to create dynamic web content. ()
7. You must download special software to join a Google Meet video conference. ()

11 Damietta Governorate The Educational Computer Supervision

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. Microsoft Word is used for writing reports. ()
2. You can contact ESPs to help you with research, as needed. ()
3. Macintosh computers use an operating system called Windows. ()
4. You can only send text messages through WhatsApp and not image or videos. ()
5. JavaScript cannot be used to create dynamic web content. ()
6. Blending images is not possible with GIMP. ()
7. Mobile wallet allows users to use their money electronically anywhere and at any time. ()
8. You can only use Microsoft PowerPoint to create presentations. ()

2 Choose the correct answer from a, b, c or d :

1. keep your computer running smoothly and the software wouldn't work without it.
a. Gimp b. OS c. Algorithm d. None of them
2. You can use Microsoft to create databases.
a. Excel b. Word c. PowerPoint d. Paint
3. You need to join a video conference.
a. camera b. microphone c. both of them d. none of them
4. Egypt launched its first locally manufactured electric car in February
a. 2021 b. 2022 c. 2023 d. 2020
5. To remove the app in an android device, open Then tap profile icon.
a. Google play store b. Facebook
c. Messenger d. WhatsApp
6. Gimp program supports different types of files such as
a. gif b. five c. left d. right
7. Online purchasing and selling of goods and services is known as
a. E-mail b. E-commerce c. E-learning d. Message

12 Minia Governorate Matay Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. HTML is used to create static web content. ()
2. Your operating system manages how your hardware and software communicate. ()
3. To insert a picture in a Microsoft Word document, you should access the "Review" tab. ()
4. You cannot change the colors of SmartArt graphics in PowerPoint. ()

5. Chat windows usually have chatbots for responses. ()
6. When you buy a computer or device, it usually has a pre-loaded OS. ()
7. Java is a program for creating presentations. ()

2 Choose the correct answer from a, b, c or d :

1. To deal with images and make the needed modifications, use program.
a. GIMP b. Word c. Excel d. Paint
2. MacOS is For software compared to other operating systems.
a. free b. more expensive c. less expensive d. weak
3. is an Excel feature allowing you to arrange your data in ascending or descending order.
a. Filtering b. Formatting c. Sorting d. Sharing
4. Stands for Hypertext Markup Language.
a. HTML b. Java c. both a. and (b) d. None of them
5. A/An will give users rapid results with brief descriptions.
a. Search engine b. online reviews c. both a. and (b) d. none of them
6. You can start entering a formula in an Excel cell
a. by typing "+" b. by typing "=" c. by typing "-" d. by typing "/"
7. To uninstall Android apps, open Google Play store, then tap on icon.
a. Computer b. profile c. tablets d. title
8. is the recommended minimum font size for text in PowerPoint presentations.
a. 10 points b. 20 points c. 30 points d. 40 points

13 Assiut Governorate The Educational computer Supervision

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

- 1-To create a static web page, HTML coding language is used. ()
2. On the Google Meet™ platform, you have the option to start a meeting instantly only. ()
3. Navigation apps are not tools of artificial intelligence. ()
4. Every Excel formula must begin with the equal sign "=". ()
5. E-commerce is the buying and selling of goods and services on the internet. ()
6. It is difficult to find online shops. ()
7. Mobile wallet can be used to pay bills. ()

2 Choose the correct answer from a, b, c or d :

1. Educational service providers (ESPs) include organizations
a. profit b. non-profit c. profit and non-profit d. title
2. PowerPoint presentation can include
a. images and videos b. animations and text
c. all of them d. none of them



3. The basic tools provided by Google Meet™ and MS Teams are
 a. Similar b. Different c. Identical d. Strong
4. Typing in column headings or field names is the step to creating a database.
 a. first b. second c. third d. fourth
5. You can use messaging services, such as the application, to communicate ideas and share information.
 a. Microsoft Word b. Microsoft Excel c. WhatsApp™ d. Paint
6. Artificial intelligence relies on to learn.
 a. programs b. augmented reality
 c. algorithms d. files
7. It's important to be when writing to an ESPs.
 a. Informal b. Formal c. Both d. Funny
8. Graphic designers, photographers use expensive software such as
 a. Adobe Photoshop b. Gimp
 c. Paint brush d. Excel

14**Port Said Governorate**

East Educational Administration

1 Choose the correct answer from a, b, c or d :

1. runs on Macintosh computers.
 a. macOS b. Linux c. Windows d. Word
2. is a programming language used to create dynamic web content.
 a. Scratch b. JavaScript c. HTML d. Google
3. is a software that can be used to create databases.
 a. Microsoft Word b. Microsoft PowerPoint
 c. Microsoft Excel d. Paint
4. Aloj is a company that helps people use services.
 a. Cultural b. financial c. social d. money
5. AI depends on to learn problem-solving, reasoning, and decision-making.
 a. Algorithms b. AR c. VR d. AI
6. are not considered visuals in PowerPoint presentations.
 a. Images b. Music c. Videos d. Games
7. An OS coordinates the communication between your
 a. Hardware and software b. software only
 c. printer and TV d. Internet

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. Microsoft PowerPoint is an example of a creation tool for presentations. ()
2. You can join a meeting by entering the invite link. ()
3. We use Microsoft Word for writing reports. ()

4. E-commerce involves only buying and selling goods. ()
5. Every Excel formula must begin with the equal sign "=". ()
6. Chatbots are real people responding to questions online. ()
7. GIMP is only available for a single operating system. ()
8. AI tools should be inclusive to all users. ()

15 Qena Governorate

Qaft Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. Artificial intelligence (AI) depends on algorithms. ()
2. Profit and non-profit organizations are included in the category of educational service providers (ESPs). ()
3. There are two widely used video conferencing platforms: Google Meet™ and Microsoft Teams. ()
4. Tablets and smartphones typically run the Mac OS operating system. ()
5. Programming languages are instructions that are provided in code for writing computer programs. ()
6. You can customize your own slide size in PowerPoint. ()
7. Teams app is a popular video conferencing platform from Microsoft. ()
8. Java is a program for creating presentations. ()

2 Choose the correct answer from a, b, c or d :

1. Modifications you make to the automatically affect other programs.
 - a. Control Panel
 - b. recycle bin
 - c. Excel program
 - d. Internet Explorer settings
2. by the consumers or family members can be valuable.
 - a. Stocks
 - b. Bonds
 - c. Online reviews
 - d. E-commerce
3. tab is what you should use to add pictures to your PowerPoint presentation.
 - a. Design
 - b. Insert
 - c. File
 - d. Review
4. used to perform a simple arithmetic operation like addition in Excel.
 - a. = A3 * A5
 - b. = A3 + A5
 - c. = A3 / A5
 - d. = A3 - A5
5. is used to change the color of a flowchart in PowerPoint.
 - a. Format Background
 - b. Slide Master
 - c. Review section
 - d. SmartArt Design
6. are kinds of data you can include in Excel.
 - a. Only text
 - b. Numbers, text and dates
 - c. Only dates
 - d. Only numbers
7. You can prevent accidental file deletion through
 - a. remove files
 - b. change the file names
 - c. files backup
 - d. print files


16 Fayoum Governorate Tamlyia Educational Administration

1 Choose the correct answer from a, b, c or d :

- program is a tool for creating images.
a. Excel b. Word c. GIMP d. None of them
- A is a market where shares or stocks can be purchased and sold.
a. e-commerce b. stock exchange c. e-learning d. searching tools
- Both profit and non-profit organizations are considered
a. EKB b. IOT c. AI d. ESPs
- Try opening this file using another program in case we have a problem
a. corrupted file b. wrong password
c. missing file d. virus
- is a benefit of using GIMP.
a. Used on one operating system b. More expensive
c. Closed source d. None of them
- Ms. Manannd studied artificial intelligence in
a. Stanford University b. Singularity University at NASA
c. Harvard University d. Massachusetts Institute
- operating systems is commonly pre-loaded on most laptops and computers.
a. MacOS b. Microsoft Windows
c. Linux d. Android

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

- 1-HTML is used to create static web content. ()
2. Your operating system manages how your hardware and software communicate. ()
3. A search engine will give the user speedy results without a brief description. ()
4. GIMP is an open-source software that can be used on different operating systems. ()
5. To insert a picture in a Microsoft Word document, you should access the Review tab. ()
6. Review mode in Microsoft Word is specifically designed for editing and correcting any text errors or layout issues. ()
7. Microsoft Excel is a tool that can be used to create and manage databases. ()
8. Most new computers come without an operating system, requiring the user to install one separately. ()

17 Sohag Governorate El Mishnah Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. Android and iOS are examples of operating systems used on desktop computers. ()
2. Java is a program for creating presentations. ()

3. A stock exchange is a market where shares, or stock, are traded. ()
4. Artificial intelligence (AI) depends on algorithms. ()
5. There are two widely used video conferencing platforms: Google Meet and Microsoft Teams. ()
6. *Most minibus drivers in Nepal are men.* ()
7. You can't remove computer programs from your computer. ()
8. HTML can be used to create static web content. ()

2 Choose the correct answer from a, b, c or d :

1. program is a tool for creating images.
a. Excel b. Gimp c. Word d. Paint
2. Both profit and non-profit organizations are considered
a. EKB b. ESPs c. WWW d. GPS
3. are kinds of data you can include in Excel.
a. Text b. number c. both a and (b) d. none of them
4. You need to join a video conference.
a. camera b. microphone c. both a and (b) d. none of them
5. You can start entering a formula in an Excel cell by typing
a. \$ b. = c. + d. none of them
6. The uses of Word program
a. chat boots b. write reports c. delete posts d. none of them
7. One way to divide a company's ownership into equal sections is called
a. apps b. shares c. tools d. titles

18 Aswan Governorate Aswan Educational Administration

1 Choose the correct answer from a, b, c or d :

1. is an open-source software that can be used to change images in any way that you want!
a. Windows b. GIMP c. Excel d. JavaScript
2. is set and remains the same to every user who visits the website.
a. Static web content b. Dynamic web content
c. both (a) & (b) d. none of them
3. Educational service providers (ESPs) may include
a. online libraries b. educational publishing sites
c. online museums d. all of them
4. is still the most reliable creation tool to use for writing reports.
a. Microsoft Word b. Microsoft Excel
c. Microsoft PowerPoint d. None of them
5. Databases can be used to collect information about
a. people b. places c. things d. all of them



6. is the software that manages a computer's functions.
 - a. Photoshop
 - b. WhatsApp
 - c. An operating system (OS)
 - d. Microsoft PowerPoint
7. is the buying and selling of goods and services on the internet.
 - a. E-mail
 - b. E-commerce
 - c. Algorithms
 - d. E-learning
8. It is one of the ethics that artificial intelligence designers must apply
 - a. Be inclusive
 - b. Be transparent
 - c. both (a) & (b)
 - d. none of them

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. To create a dynamic web page, the HTML programming language is used. ()
2. You can use different filters to add special effects to an image. ()
3. Microsoft Teams is not a video conferencing platform. ()
4. Facial recognition to unlock your devices is an example of artificial intelligence. ()
5. PowerPoint helps you to understand the material better than just plain text. ()
6. You can use messaging services, such as the WhatsApp application, to communicate ideas and share information. ()
7. Alexandria Library and Egyptian Knowledge Bank are two well-known ESPs. ()

19

Luxor Governorate

Qurna Educational Administration

1 Choose the correct answer from a, b, c or d :

1. are examples of technological research tools.
 - a. Comparison websites
 - b. Search engines
 - c. All of them
 - d. None of them
2. In PowerPoint, you can customize your own slide size under the tab.
 - a. File
 - b. Home
 - c. Design
 - d. Save
3. GIMP is a/an source software that is used to alter images.
 - a. open
 - b. closed
 - c. copy
 - d. none of them
4. During your video conference, you should
 - a. turn off your camera
 - b. dress appropriately and smile
 - c. leave the meeting
 - d. none of them
5. When you aren't speaking in an online meeting, it is recommended to the microphone.
 - a. turn on
 - b. mute
 - c. remove
 - d. paste
6. is a programming language used to create dynamic web content.
 - a. HTML
 - b. Scratch
 - c. JavaScript
 - d. Google
7. is an example of a paid photo editing software.
 - a. Adobe Photoshop
 - b. GIMP
 - c. MS Word
 - d. Excel
8. provide personalized learning for each user's unique abilities.
 - a. Navigation apps
 - b. Email spam filters
 - c. Interactive learning programs
 - d. All of them

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :

1. AI tools should be inclusive of all users. ()
2. Microsoft Excel can be used to create databases. ()
3. All Educational Service Providers (ESPs) are profit organizations. ()
4. GIMP can be used to edit photos online. ()
5. Online museums can be considered as ESPs. ()
6. In Windows, the system settings control is called Control Center. ()
7. No need to check the connection and software before a video call. ()

20**Kafr El-Sheikh Governorate****Sidi Salim Educational Administration****1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one :**

1. A flowchart in PowerPoint illustrates a series of steps. ()
2. In Windows, the system settings control is called Control Center. ()
3. Gimp can only be used on Windows devices. ()
4. To create a formula in Excel, we use a "=" sign. ()
5. PowerPoint allows saving presentations as PDF files. ()
6. Microsoft Word is primarily used for writing reports. ()
7. Adobe Photoshop and GIMP are free photo editing software. ()

2 Choose the correct answer from a, b, c or d :

1. PowerPoint presentation can include
a. texts b. images c. videos d. all of them
2. GIMP is a program.
a. free b. paid c. coasted d. expensive
3. To add a flowchart in PowerPoint, click on Tab.
a. Design b. Home c. Animations d. Insert
4. Apple Macintosh computers use operating system.
a. IOs b. Linux c. Windows d. macOS
5. You can correct in a photo using GIMP.
a. flaws b. codes c. audio d. video
6. To create a site with regularly updated information, programmers use
a. HTML b. Email c. JavaScript d. Scratch
7. Sliders shouldn't be more than slides in a PowerPoint presentation.
a. 5 b. 7 c. 8 d. 10
8. Companies can sell to raise money.
a. bonds b. stocks c. reviews d. lies

كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9



حمل الآن

مجانا وحصريا

امتحانات رقم (2)

الترم الثاني



1 Put (✓) or (X):

- 1 Educational Service Providers (ESPs) include profit and non-profit organizations. ()
- 2 The basic tools in Microsoft Teams and Google Meet™ are different. ()
- 3 JavaScript makes it possible to develop a dynamic webpage. ()
- 4 Smartphones and tablets use different operating systems, such as Android and iOS. ()
- 5 Adding motion blur is an example of a special effect you can achieve in GIMP. ()
- 6 Email spam filters aim to ensure dangerous emails reach your inbox. ()
- 7 You should mute your microphone when you're speaking on video conference. ()

2 Choose the correct answer:

- 1 is used to prevent the problem of forgetting passwords.
a. Password Manager b. Recycle bin
c. Chatbot d. Corrupted file
- 2 AI depends on to learn problem-solving, reasoning, and decision-making.
a. algorithms b. AR c. VR d. Google
- 3 GIMP is a/an program.
a. useless b. paid c. free d. expensive
- 4 A market for buying and selling stocks is called a
a. supermarket b. stock exchange c. bond d. network
- 5 Aloj is a company that helps people use services.
a. cultural b. financial c. social d. national
- 6 is a tab you can use to add pictures to your Microsoft PowerPoint presentation.
a. Insert tab b. File tab c. Design tab d. Help tab
- 7 are used to view a document before saving or printing.
a. Painting tools b. Language tools c. Preview tools d. Comment tools
- 8 Consumers use to help them compare products depending on quality and price.
a. search engines b. comparison websites
c. switches d. Word

1 Put (✓) or (x):

- 1 The shares of a company are the unequal parts into which the company's ownership is divided. ()
- 2 Two popular video conferencing platforms are Microsoft Teams and Google Meet. ()
- 3 To create a dynamic webpage, the JavaScript programming language is used. ()
- 4 Ms. Sonika Manandhar is a financial technology entrepreneur. ()
- 5 Smartphones and tablets use one operating system, which is Android. ()
- 6 We use Microsoft Word for writing reports. ()
- 7 To create a formula, you first type + in the cell. This lets Excel know you are creating a formula. ()
- 8 The Egyptian stock exchange allows citizens to invest in petroleum only. ()

2 Choose the correct answer:

- Artificial intelligence (AI) depends on
a. algorithms b. Arabic language
c. none of them d. all of them
- is an AI computer programs designed to respond to questions online.
a. Facebook b. Chatbot c. WhatsApp d. None of them
- One of the most expensive photo editing programs is
a. Excel b. Photoshop c. GIMP d. all of them
- is an app for storing money.
a. Facebook b. Instagram c. Mobile wallet d. None of them
- You can use messaging services, such as the application, to communicate ideas and share information.
a. Microsoft Word b. Microsoft Excel c. PowerPoint d. WhatsApp
- is a tab you can use to add pictures to your Microsoft PowerPoint presentation.
a. Insert tab b. File tab c. Design tab d. Help tab
- SmartArt Graphic is used in PowerPoint to
a. create flowcharts b. add text
c. record sound d. create a video

1 Choose the correct answer:

- 1 is a market where people can buy and sell shares, called stocks.
a. Online review b. Stock exchange c. Comparison website d. Broker
- 2 is/are a technology that enables machines to use human traits to solve problems.
a. Human intelligence b. Artificial intelligence
c. Personal intelligence d. All of them
- 3 are commands that are provided in sentences for writing computer programs.
a. Programming languages b. Human languages
c. Machine languages d. Artificial Intelligence
- 4 is a software that manages a computer's functions and runs its software and hardware.
a. An operating system b. Photo editing software
c. Central processing unit d. Google Meet
- 5 is/are used to store a large amount of information in a computer system.
a. Flowcharts b. SmartArt c. Databases d. Search engines
- 6 are considered sources of information which students can potentially learn from.
a. WSPs b. ISPs c. ESPs d. LSPs
- 7 You can use to create presentations to communicate ideas and opinions.
a. PowerPoint b. Word c. Excel d. Paint
- 8 is the buying and selling of goods and services on the internet.
a. Email b. E-commerce c. E-learning d. E-books
- 9 means combining two images to make them look like one.
a. Retouching b. Blending c. Special effects d. Split
- 10 From video conferencing platforms, which of the following are commonly used?
a. Microsoft Teams b. Google Meet c. Both a & b d. None of them

2 Put (✓) or (X):

- 1 Artificial intelligence depends on algorithms to problem-solve. ()
- 2 JavaScript allows programmers to create static web content. ()
- 3 Photo editing software is used to edit images to make them look more professional. ()
- 4 Aloj helps women drivers to get high-interest loans to buy electric minibuses. ()
- 5 During an online meeting, you can't turn off the microphone and camera. ()

1 Put (✓) or (X):

- 1 Artificial intelligence depends on algorithms. ()
- 2 Educational Services Providers are considered as sources of information. ()
- 3 The static web content is content that can be changed. ()
- 4 Computers become useless without operating systems. ()
- 5 WhatsApp includes formatting tools that allow you to create tables. ()

2 Choose the correct answer:

- 1 is considered a part of the ethics of artificial intelligence designers.
a. Accountability b. Bias c. Algorithms d. All the previous
- 2 Buying a bicycle on the internet refers to
a. AI b. e-commerce c. inclusivity d. shares and bonds
- 3 is/are popular video conferencing platforms.
a. Google Meet b. Microsoft Teams c. Both a & b d. Movie Maker
- 4 language is used to create a website where you and your friends interact.
a. HTML b. JavaScript c. AI d. HDXL
- 5 You can retouch, blend, and add effects to images with the program.
a. Excel b. JavaScript c. Movie Maker d. GIMP
- 6 In Word, use tab to include a picture in your report.
a. Layout b. Insert c. Image d. Design
- 7 In Excel, to add columns, right-click the top of the column and select
a. Add Column b. View c. Insert Column d. Rows
- 8 PowerPoint gives you the option of customizing
a. slide size b. inclusive c. both a & b d. storage
- 9 PowerPoint allows you to add a flowchart from
a. Paint Art b. SmartArt c. Excel d. Picture
- 10 In Excel, the formula $(=B2 - B3 * B4)$ is used to
a. subtract and multiply b. multiply and divide
c. add and subtract d. subtract only

5

محافظة القاهرة - إدارة الزيتون التعليمية 2024

1

Put (✓) or (X):

- 1 Search engines can be used to find information about anything. ()
- 2 Artificial intelligence depends on algorithms to teach it how to solve a problem. ()
- 3 There is only one way to join a Google Meet. ()
- 4 ESPs include both profit and non-profit organizations that provide educational support. ()
- 5 Static webpage content can be changed based on the individual user's interactions. ()
- 6 GIMP can be used on different operating systems. ()
- 7 You cannot save your presentation as a PDF file. ()

2

Choose the correct answer:

- 1 Based on the 10-2-30-rule, a presentation shouldn't exceed
a. 10 minutes b. 20 minutes c. 30 minutes d. none of them
- 2 Through PowerPoint, in mode, you can make your changes.
a. Insert b. Design c. Review d. none of them
- 3 is software that can be used to create a presentation.
a. Microsoft Word b. Microsoft PowerPoint
c. Microsoft Excel d. Microsoft Outlook
- 4 are considered visuals in PowerPoint.
a. Pictures b. Videos c. Graphics d. All of them
- 5 A flowchart is used in PowerPoint to
a. add text b. change the color
c. display a series of steps d. insert video files
- 6 Do not use AI tools to
a. invade people's privacy b. cheat
c. cause harm d. all of them
- 7 by consumers on social media can be valuable.
a. Stocks b. Reviews c. Bonds d. None of them
- 8 is/are used to create static web content.
a. JavaScript b. HTML c. Both of them d. None of them

1 Choose the correct answer:

- 1 is the software that manages a computer.
 a. An operating System b. Word
 c. Excel d. Hardware
- 2 can be used to find information about anything.
 a. Browsers b. WWW
 c. Search engines d. Email
- 3 is a useful presentation tool to share information with others.
 a. Access b. PowerPoint
 c. Paint d. WordPad
- 4 To create a Meet, click on Meeting.
 a. Open b. New
 c. Close d. Join
- 5 is used for writing reports to share information.
 a. Word b. A keyboard
 c. Internet d. A monitor
- 6 You can use photo editing software to alter
 a. texts b. images
 c. symbols d. files
- 7 is a language commonly used to create webpages.
 a. HTML b. Visual Basic
 c. A mouse d. Python

2 Put (✓) or (X):

- 1 Ms. Sonika Manandhar is a financial technology entrepreneur. ()
- 2 Databases store a small amount of information in a computer system. ()
- 3 Educational service providers (ESPs) include profit only. ()
- 4 To create a formula, you first type "+" in the cell. ()
- 5 The Insert tab is used to add pictures to your presentation. ()
- 6 Artificial intelligence is a technology that can use human traits of problem-solving. ()
- 7 Messaging services are compatible on any device. ()
- 8 Programming languages are commands that are provided in sentences for writing computer programs. ()

1 Put (✓) or (X):

- 1 Using electric cars is a part of Egypt's strategy to adopt a green economy. ()
- 2 GIMP is open-source software. ()
- 3 PowerPoint doesn't provide an option to save a presentation as a PDF file. ()
- 4 ESPs stand for Educational Service Providers. ()
- 5 In Microsoft Excel, the symbol "/" can be used to multiply data. ()
- 6 Smartphones and tablets use the macOS operating system. ()
- 7 HTML can be used to create static web content. ()

2 Choose the correct answer:

- 1 To add a new wireless printer, select Hardware and Sound, then
a. Document
b. Software
c. Remove
d. Add a device
- 2 stores a large amount of information in a computer system.
a. Spreadsheet
b. Database
c. Windows
d. Presentation
- 3 To create a meeting in Google Meet™, click on.....
a. Close Meeting
b. End Meeting
c. New Meeting
d. Record Meeting
- 4 refers to online purchasing and selling goods and services.
a. E-commerce
b. E-learning
c. Email
d. Goods
- 5 Some of the common AI tools are.....
a. facial recognition
b. chat windows
c. navigation apps
d. all of them
- 6 is/are used to display a series of steps in a PowerPoint presentation.
a. Colors
b. A flowchart
c. Text
d. Notes
- 7 is the most reliable creation tool to use for writing reports to share information.
a. An application
b. Microsoft Word
c. WhatsApp
d. Access
- 8 To prevent the problem of forgetting passwords, use a application.
a. CSS
b. trash
c. password manager
d. recycle bin

1 Put (✓) or (x):

- 1 You cannot add additional columns to the database in Excel. ()
- 2 To create a meeting in the Google Meet™ platform, click on New Meeting. ()
- 3 Control Panel is the system setting control in iOS. ()
- 4 You can add movement to sentences on the slide in Microsoft PowerPoint. ()
- 5 The WhatsApp™ application is used to communicate ideas and share information. ()
- 6 To create static web content, use the JavaScript language. ()
- 7 (Esp) is the Educational Service Providers. ()
- 8 User privacy and security must be considered when designing AI tools. ()

2 Choose the correct answer:

- 1 You can add SmartArt in PowerPoint via the
 - a. Insert tab
 - b. Home tab
 - c. Review tab
 - d. View tab
- 2 The operating system that is used in Macintosh Computers is
 - a. Windows
 - b. iOS
 - c. Android
 - d. macOS
- 3 Microsoft Teams is a platform used in
 - a. photo editing
 - b. video conferences
 - c. creating webpages
 - d. writing reports
- 4 To create a formula in Excel, you must type first.
 - a. <
 - b. >
 - c. =
 - d. @
- 5 To alter images, use the open-source program
 - a. GIMP
 - b. Word
 - c. Adobe Photoshop
 - d. PDF
- 6 To print your flyer in PowerPoint, open the tab
 - a. Design
 - b. Draw
 - c. File
 - d. Help
- 7 To buy and sell goods on the internet, use
 - a. comparison websites
 - b. search engines
 - c. online reviews
 - d. e-commerce

9 محافظة الإسكندرية - إدارة المنتزه أول #1 التعليمية 2024

1 Put (✓) or (x):

- 1 Artificial intelligence cannot use reasoning and make decisions. ()
- 2 Experienced consumers do not use technological research tools to help them make the best purchasing decisions. ()
- 3 ESPs are sources of information which a student cannot potentially learn from. ()
- 4 There are tools in cloud computing that you can use to communicate at the same time. ()
- 5 Programming languages are commands that are provided in sentences for writing computer programs. ()
- 6 "Try opening the file with another program" is one of the solutions for a corrupted file. ()
- 7 GUN is an open-source software that can be used on different operating systems. ()

2 Choose the correct answer:

- 1 The most popular video conference platform is Microsoft
a. Meet b. Teams c. Excel d. Word
- 2 is used to solve the problem of a forgotten password.
a. Password manager b. A corrupted file
c. To understand d. Recycle bin
- 3 allows you to correct the flaws in a photo.
a. Retouching b. Blending
c. Special effect d. Cropping
- 4 is an app for storing money.
a. Facebook b. A browser c. Mobile wallet d. E-commerce
- 5 Macintosh computers use the operating system
a. Windows b. macOS® c. iOS d. Android
- 6 You can drag and drop the font file from your into the fonts.
a. Document folder b. Downloads folder
c. Program folder d. hard disk
- 7 allow(s) you to send text, images, voice messages, and videos. You can include one person in the chat, or many people.
a. Text messaging b. Spam c. Both a and b d. Email
- 8 To create a flowchart, click on the Insert menu, and choose
a. Layout b. SmartArt c. Home d. Design

1 Put (✓) or (X):

- 1 All tools should be used to help society, not to take advantage of it. ()
- 2 A stock exchange is a market where people can buy and sell shares. ()
- 3 When communicating using chat windows, it's essential to be as clear and focused in your request as possible. ()
- 4 You can use Microsoft Word to create databases and collect information in large quantities. ()
- 5 Most computers and laptops have the macOS operating system. ()

2 Choose the correct answer:

- 1 is the buying and selling of goods and services on the internet.

a. Local trade b. E-commerce

c. International trade d. Barter system
- 2 There are other tools of cloud computing that you can use to communicate with everyone at the same time and one of the most common platforms is

a. email b. instant messaging

c. Microsoft Teams d. none of them
- 3 is an open-source program used to modify images and make them look more attractive and professional.

a. GIMP b. An operating system

c. Adobe Photoshop d. Windows
- 4 To create a meeting via the Google Meet platform, click on

a. Save b. Play c. New Meeting d. Join
- 5 As part of its strategy to adopt a green economy, Egypt launched its first locally manufactured

a. helicopter b. electric car c. spacecraft d. submarine
- 6 Among the ethics that should be practiced by AI designers is

a. to be inclusive b. Monopoly c. both a and b d. none of them
- 7 To create a dynamic webpage, programming language is used.

a. HTML b. JavaScript c. computer d. English
- 8 is software that manages a computer's functions and runs its software and hardware.

a. An operating system b. A control unit

c. A programming language d. Windows
- 9 ESPs are sources of information which a student can potentially learn from, such as

a. virtual museums b. publishing sites c. libraries d. all of the previous

- 10 is a program used to create presentations with the aim of sharing information with others.
- a. Word b. PowerPoint c. Excel d. Paint

11 محافظة الإسكندرية - إدارة العجمي التعليمية 2024

1 Put (✓) or (X):

- 1 Artificial intelligence depends on algorithms to learn problem solving. ()
- 2 Google Meet is one of the most popular video conference platforms. ()
- 3 ESPs include only the non-profit organizations that provide educational support. ()
- 4 You can use AI tools to invade people's privacy. ()
- 5 A market where people can purchase and sell stocks is called a supermarket. ()

2 Choose the correct answer:

- 1 language allows the creation of dynamic webpages.
a. HTML b. JavaScript c. VB.net d. Python
- 2 Ms. Sonika's studies focus on the field.
a. programming b. engineering c. medicine d. accounting
- 3 manages the communication between the hardware and software.
a. An operating system b. CPU
c. Control Panel d. RAM
- 4 is an open-source photo editing software.
a. Paint b. Adobe Photoshop
c. GIMP d. Windows
- 5 is the most reliable creation tool for writing reports.
a. MS Word b. MS Excel
c. WhatsApp d. Paint

3 Complete with the suitable word from the brackets:

(Programming languages - database - cloud computing - flowchart - E-commerce)

- 1 Digital tools that include video chats and live TV shows are called
- 2 is the buying and selling of goods and services online.
- 3 are commands that are provided for writing computer programs.
- 4 A stores a large amount of information in a computer system.
- 5 A illustrates a series of steps and can be used for visualizing, planning, and presenting a project.

1 Put (✓) or (x):

- 1 Artificial intelligence is a technology that can use human traits to solve problems, use logic, and make decisions to perform tasks. ()
- 2 Online product reviews help consumers decide if they want to purchase a product. ()
- 3 Static web content is content that can change based on a user's interactions with the app or website. ()
- 4 GIMP is efficient, but it takes up a lot of space on a computer's hard drive. ()
- 5 Programs can be removed and installed from a computer running Android using the Control Panel. ()
- 6 When you write numbers, such as a date, Microsoft Excel automatically formats them. ()
- 7 A presentation can be created containing images, videos, and animation. ()
- 8 Speaking clearly and showing self-confidence are things to consider while giving presentations. ()

2 Choose the correct answer:

- 1 is to take into account user privacy and security when designing artificial intelligence tools.
a. Inclusivity b. Being beneficial c. Being protective d. Transparency
- 2 aren't real people, but AI computer programs designed to respond to questions online.
a. Consumers b. Chatbots c. Bonds d. Hackers
- 3 Trying to open a file using another program is one of the solutions to the problem.
a. accidental file deletion b. forgotten password
c. corrupted file d. device won't charge
- 4 is an open-source program that allows you to use Photoshop-like tools for free and works on different operating systems.
a. Paint b. Excel c. GIMP d. Word
- 5 The slide size can be changed in Microsoft PowerPoint by using the tab.
a. File b. Design c. View d. Insert
- 6 To create a formula in Microsoft Excel, you must type first in the cell.
a. (/) b. (+) c. (=) d. (*)
- 7 The flowchart can be created via the tab in Power Point.
a. Home b. Insert c. Preview d. Design

1 Put (✓) or (X):

- 1 Language processing tools can provide information and even help you to formulate your writing. ()
- 2 Search engines can be used to find information about anything. ()
- 3 Companies can sell bonds to help raise money. ()
- 4 The JavaScript language is used to create static web content. ()
- 5 Graphic designers use expensive software, such as Adobe Photoshop. ()
- 6 Smartphones use an operating system, such as macOS. ()
- 7 You cannot use messaging services, such as WhatsApp, to communicate and share information. ()

2 Choose the correct answer:

- 1 tools include video chats, live TV shows, and instant chat rooms.
a. Search engines b. Set features
c. Cloud computing d. Artificial intelligence
- 2 is/are set and remain(s) the same to every user who visits the website.
a. Static web content b. Dynamic web content
c. a and b d. Websites
- 3 combines two images to make them look one.
a. Blending b. Special effect c. Retouching d. Cropping
- 4 Passengers may schedule rides on the company's website and they can pay with
a. digital tokens b. educational programs
c. electronic calls d. cash
- 5 is used to write reports and share information.
a. PowerPoint b. Word c. Excel d. Access
- 6 A file can be saved using to keep its formatting.
a. Word b. PDF c. PGP d. Notepad
- 7 In order to change colors to make your flowchart more visually appealing, choose the list.
a. SmartArt Design b. View
c. Picture d. Table
- 8 Messages sent are; only the intended recipient will be able to see the message.
a. encrypted b. hidden c. analyzed d. opened

1 Put (✓) or (X):

- 1 AI uses human traits of problem-solving to perform tasks. ()
- 2 Most laptops and computers have Android pre-loaded. ()
- 3 Search engines can be used to print information. ()
- 4 We use Microsoft Word for writing reports. ()
- 5 Alexandria Library and EKB are two well-known educational service providers. ()
- 6 Video chats are cloud computing tools. ()
- 7 Every Excel formula must begin with the equal sign "=" . ()
- 8 JavaScript cannot be used to create dynamic web content. ()

2 Choose the correct answer:

- 1 runs on Macintosh computers.
 - a. Windows
 - b. Android
 - c. macOS
 - d. Linux
- 2 There are many online shops, such as store.
 - a. Amazon
 - b. share
 - c. information
 - d. EKB
- 3 You can use messaging services, such as the application, to communicate ideas and share information.
 - a. Excel
 - b. WhatsApp
 - c. PowerPoint
 - d. Word
- 4 During your video conference, check your is on when you're speaking.
 - a. microphone
 - b. camera
 - c. screen
 - d. keyboard
- 5 is an example of a creation tool for presentations.
 - a. Word
 - b. Excel
 - c. PowerPoint
 - d. Access
- 6 is an open-source image manipulation program.
 - a. GIMP
 - b. HTML
 - c. Java
 - d. Python
- 7 To create a flowchart in PowerPoint, via the, click on SmartArt.
 - a. Save As tab
 - b. View tab
 - c. Insert tab
 - d. Design tab

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محافظة الجيزة - إدارة جنوب التعليمية 2024

1 Put (✓) or (x):

- 1 Participants in a Google Meet can join the meeting using a shared link or by entering the code provided. ()
- 2 When entering dates into Excel, the program doesn't provide any automatic formatting options. ()
- 3 SmartArt graphics can't be used for creating a flowchart in PowerPoint. ()
- 4 macOS® is the common operating system used by tablets and smartphones. ()
- 5 The Save As option in PowerPoint allows you to save your presentation as a PDF file to preserve its formatting. ()
- 6 Spam filters for emails can open harmful emails from your inbox. ()
- 7 To resolve a corrupted file issue, it's advised to check if the software version is updated. ()

2 Choose the correct answer:

- 1 is/are not considered visuals in a PowerPoint presentation.
a. Graphics b. Music c. Videos d. None of them
- 2 The recommended text size according to the 10-20-30 rule in a PowerPoint presentation is less than
a. 10 point size b. 20 point size c. 30 point size d. 40 point size
- 3 is still the most reliable creation tool to use for writing reports to share information.
a. Microsoft Word b. Microsoft PowerPoint c. Microsoft Excel
d. Microsoft Access
- 4 A business owner receives a/an when the funder confirms a loan.
a. email b. digital token c. bank account d. SMS
- 5 Students can use to study and do research.
a. ISPs b. ESPs c. EDU d. Facebook
- 6 uses human traits, such as problem-solving, reasoning, and decision-making to perform tasks.
a. AI b. VR c. AR d. OS
- 7 is/are a market where people can buy and sell shares.
a. E-commerce b. Bonds c. Stock exchange d. A supermarket
- 8 is an open-source image manipulation program.
a. Photoshop b. GIMP c. Paint d. Word

1 Choose the correct answer:

- [illegible]

2 Put (✓) or (✗):

- 1 Consumers are overwhelmed due to the limited options in online shops. ()
- 2 You can include a summary of the meeting in your follow-up email. ()
- 3 Adding a new wireless printer is done through the Control Panel in Windows. ()
- 4 PowerPoint has tools to make material visually appealing. ()
- 5 You don't need to practice your presentation in advance. ()

1 Choose the correct answer:

- 1 prevent(s) dangerous emails from reaching your inbox.

 - a. Navigation apps
 - b. Chat windows
 - c. Email spam filters
 - d. Firewall
- 2 are equal parts into which the ownership of a company is divided.

 - a. Reviews
 - b. Bonds
 - c. Shares
 - d. Coins
- 3 Educational Service Providers (ESP) may include

 - a. online libraries
 - b. educational publishing sites
 - c. all the previous
 - d. none of them
- 4 Once you are in the Meet, you should the microphone and camera.

 - a. turn off
 - b. approve
 - c. ignore
 - d. block
- 5 The "Recycle Bin" in your computer the deleted files.

 - a. temporarily stores
 - b. permanently removes
 - c. permanently stores
 - d. none of the previous
- 6 is an example of a paid photo editing software.

 - a. GIMP
 - b. Adobe Photoshop
 - c. Spotify
 - d. Paint
- 7 Aloi is a/an company that helps people use financial services.

 - a. fintech
 - b. transportation
 - c. educational
 - d. communication
- 8 Most laptops and computers are pre-loaded with the operating system.

 - a. macOS
 - b. Linux
 - c. Windows
 - d. Android
- 9 The tools in Microsoft Word allow you to insert images, hyperlinks, and footnotes.

 - a. review
 - b. editing
 - c. formatting
 - d. view
- 10 To add additional information columns to a database, the top of the column.

 - a. right click
 - b. left click
 - c. double click
 - d. all of them

2 Put (✓) or (x):

- 1 Be formal when contacting educational service providers. ()
- 2 Cloud computing tools can be used for real-time communication. ()
- 3 In Windows, the system setting control is called Control Center. ()
- 4 PowerPoint includes drawing and writing tools to create text. ()
- 5 You cannot include a flowchart in a PowerPoint presentation. ()

1 Put (✓) or (x):

- 1 AI tool designers and users shouldn't be ethical. ()
- 2 Set up strong, unique passwords for each account. ()
- 3 GIMP is an expensive software program. ()
- 4 Closed-source means that anyone can run Linux for any reason. ()
- 5 Consumers use comparison websites to help them compare products. ()

2 Choose the correct answer:

- 1 Being means that the user privacy and security must be considered when designing AI tools.
 - a. protective
 - b. accountable
 - c. unbiased
 - d. careful
- 2 allows the creation of static web content.
 - a. JavaScript
 - b. HTML
 - c. GIMP
 - d. Python
- 3 is software that manages a computer's functions.
 - a. Cloud storage
 - b. An operating system
 - c. E-commerce
 - d. An application
- 4 From popular video conferencing platforms, which of the following are included?
 - a. Google Meet
 - b. MS Teams
 - c. Both a & b
 - d. WhatsApp
- 5 You can use Microsoft to create databases.
 - a. Excel
 - b. PowerPoint
 - c. Word
 - d. Paint

3 Complete using the words between the brackets:

(Microsoft Windows - Save As PDF - cloud storage - flowchart - video chats)

- 1 A illustrates a series of steps.
- 2 You can use option to keep the file formatting.
- 3 Most laptops and computers have OS preloaded.
- 4 Regularly back up important files to an external hard drive or a service.
- 5 We can communicate with our friends through

19 محافظة الشرقية - إدارة شرق الإقازيق التعليمية 2024

1 Put (✓) or (X):

- 1 The basic tools in Microsoft Teams and Google Meet are different. ()
- 2 Passengers can't schedule rides online through the company's website. ()
- 3 Digital voice assistants respond only to messages. ()
- 4 You can insert a flowchart in PowerPoint via the Insert tab, then click on Chart. ()
- 5 Photo editing software is used to make images look more professional. ()
- 6 The recommended rule to follow in a PowerPoint presentation is 10-20-30. ()
- 7 Consumers use comparison websites to help them compare products. ()
- 8 The data in databases can be easily analyzed or changed to meet the needs of users. ()
- 9 Programming languages are used to write computer programs. ()
- 10 The formatting tools can bold and italicize words in MS Word. ()

2 Choose the correct answer:

- 1 is a popular video conferencing platform.
a. Google Meet b. Word c. Paint d. Email
- 2 The first Egyptian electric car uses a/an battery.
a. lithium-ion b. lead-acid c. alkaline d. home
- 3 Social media sites use AI to suggest to users.
a. connections b. devices c. locations d. words
- 4 PowerPoint is primarily used for creating
a. presentations b. documents c. websites d. graphs
- 5 GIMP supports different file formats, such as
a. SMS b. DOC c. PDF d. GEB
- 6 You can use the tool in PowerPoint to create text.
a. Text Box b. Pictures c. Slide d. Excel
- 7 Companies can sell to help raise money.
a. competitors b. reviews c. stocks d. bonds
- 8 To create a formula in Excel, type in the cell.
a. = b. - c. x d. +
- 9 is/are sources of information used to learn from.
a. ESPs b. SMS c. Emails d. Phones
- 10 Apple Macintosh computers use the operating system.
a. macOS b. Android c. Linux d. iOS

1 Put (✓) or (x):

- 1 Search engines can be used to find information about anything. ()
- 2 GIMP is closed-source software. ()
- 3 Microsoft Word is not the most reliable creation tool to use for writing reports. ()
- 4 Email spam filters are used to prevent dangerous emails from reaching your inbox. ()
- 5 Databases can't be used to collect information about people or places. ()
- 6 You can contact ESPs to help you with research or other educational needs. ()
- 7 In a PowerPoint presentation, you should use fonts smaller than 30 point size. ()

2 Choose the correct answer:

- 1 Macintosh computers use operating system.
a. Microsoft Windows b. macOS
c. Linux d. Android
- 2 In Excel, to create a formula, you must type in the cell first.
a. "=" b. "+"
c. "#" d. "%"
- 3 To create a meeting in Google Meet, click on the option.
a. New File b. New Meeting
c. Settings d. Join
- 4 Use the tab to insert a picture in your document.
a. Home b. View c. Insert d. Design
- 5 is a market where people can buy and sell shares, called stocks.
a. E-commerce b. Stock exchange
c. Microsoft Excel d. Mall
- 6 combines two images to make them look like one.
a. Blending b. Special effect
c. Retouching d. Cropping
- 7 JavaScript allows the creation of web content.
a. static b. dynamic
c. simple d. none of the previous answers
- 8 Make sure you can see the "Recycle Bin" or "Trash" feature on your computer; this is a solution in case of a/an
a. forgotten password b. corrupted file
c. accidental file deletion d. virus attack

21 محافظة البحر الأحمر - إدارة الغردقة التعليمية 2024

1 Choose the correct answer:

- 1 Artificial intelligence depends on in solving problems.
a. algorithms b. robots c. transparency d. data
- 2 refers to the process of buying and selling goods and services over the internet.
a. Stock market b. E-commerce c. Shop d. Communication
- 3 is considered one of the educational service providers.
a. The Egyptian Knowledge Bank b. WhatsApp
c. Facebook d. Zoom
- 4 Macintosh computers use the operating system.
a. iOS b. macOS
c. Windows d. Linux
- 5 is used to create reports.
a. Paint b. Excel
c. Word d. PowerPoint
- 6 When writing a formula in Excel, it must begin with a sign.
a. + b. / c. = d. *
- 7 A presentation is printed in PowerPoint from the tab.
a. File b. Insert c. Design d. View

2 Put (✓) or (X):

- 1 It is difficult to communicate at the same time using digital cloud computing tools. ()
- 2 GIMP can be used on different operating systems to change images. ()
- 3 HTML is used to design dynamic webpages. ()
- 4 Egypt issued a locally made electric car to support the green economy strategy. ()
- 5 Text messages allow sending pictures, audio, and video clips to one individual only. ()
- 6 PowerPoint provides options for adding animation to the sentences and words on the slides. ()
- 7 Excel does not allow adding text to cells, while it only allows adding numbers. ()
- 8 Sent messages can be encrypted so that only the recipient can read the message. ()

1 Put (✓) or (X):

- 1 If you get an error message when trying to save a file, make sure you are not using the name of another file. ()
- 2 A business owner receives a digital token when a funder confirms a lone. ()
- 3 Failure to update the software used can lead to corrupted files. ()
- 4 There are no special prices to worry about when messaging someone from across the world. ()
- 5 You can use Microsoft PowerPoint to create presentations. ()
- 6 During presentations, speak clearly, slowly, and confidently. ()
- 7 Don't use AI tools to invade people's privacy. ()

2 Choose the correct answer:

- 1 To create a flowchart, click on from the Insert tab.
a. Database b. SmartArt c. WordArt d. none of them
- 2 To remove a computer program, open the Control Panel, then choose
a. User Accounts b. Uninstall Program
c. Ease of Access d. Page Border
- 3 You can choose between different designs in Microsoft Word through the tab.
a. File b. View c. Layout d. View
- 4 If you need tools to help you choose a style for your presentation, including design and text placement, from the Design tab, choose
a. Themes and Variants b. SmartArt
c. Smart Text d. Text Box
- 5 To save the image in the GIMP program in jpg format, from the File menu, choose
a. Save b. Export As c. New d. Open
- 6 Being means that AI tools should be used to help society, not to take advantage of it.
a. transparent b. beneficial c. unbiased d. accountable
- 7 make(s) or lose(s) money depending on the company's performance.
a. An individual b. Shares of a company
c. Online reviews d. None of them
- 8 A business owner receives when the funder confirms a loan.
a. digital tokens b. a transaction c. Aloj d. robotics

1 Put (✓) or (x):

- 1 It's difficult to turn off the camera during a Google Meet meeting. ()
- 2 MS Excel is considered one of the programs for creating presentations. ()
- 3 Static webpages display content that cannot be modified by the user. ()
- 4 Reports can be written using MS Word. ()
- 5 An operating system is a program that manages computer functions. ()
- 6 Chatbots are one of the tools of artificial intelligence (AI). ()
- 7 GIMP is a closed-source program. ()
- 8 One of the most famous educational services provider is the Library of Alexandria. ()

2 Complete the sentences using the following words:

(JavaScript - Windows - E-commerce - algorithms - EKB -
Google Meet - Microsoft Excel)

- 1 The is considered an educational service provider.
- 2 The most popular video conferencing platform is
- 3 Artificial intelligence (AI) relies on to solve problems.
- 4 refers to the process of buying and selling goods online.
- 5 is used to create databases.
- 6 is used to create dynamic webpage content.
- 7 The operating system is the most common on computers in schools.

كيفية طباعة صفحات معينة من ملف معين

مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9

